



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U. S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
2250 STANLEY ROAD  
FORT SAM HOUSTON, TEXAS 78234-6100

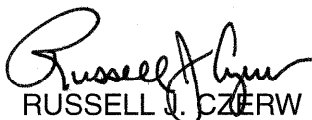
MCCS-Z

11 JUL 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: In and Out processing procedures for AMEDDC&S contract employees

1. Purpose: The purpose of this policy is to ensure in and out processing procedures are included in contract agreements for contractors assigned to the US Army Medical Department Center and School.
2. The language contained in this paragraph will be included in all contracts and contract agreements as applicable.
  - a. All contract personnel will be required to report to their Contract Manager's Office, to obtain instructions on In and Out processing, to include requirements to obtain a Civilian Access Card (CAC), a Fort Sam Houston Automobile Registration Sticker, a US Army Medical Department Center and School Parking Sticker and access to the Local area Network (LAN).
  - b. Additionally, the contractor will be responsible for ensuring their employees comply with the items below at the end of the contract period of performance or when the contract employee resigns or is terminated:
    - (1) Report to the contract manager's office Bldg. 2840 room 037, to initiate out-processing procedures.
    - (2) Return their Government issued CAC to the ID Card section Bldg. 367.
    - (3) Remove and return their Fort Sam Houston issued Automobile Registration Sticker to the Provost Marshals Office (Bldg 367). When removing sticker in as much as possible the sticker identification number should be intact and readable.
    - (4) Remove and return their US Army Medical Department Center & School Vehicle Parking Sticker to the AMEDDC&S Security Office, Bldg. 2840 Room 113 Aabel Hall.
    - (5) Deactivate their LAN Account with ITBC, Bldg. 2840 room 023.
3. The above listed contract information becomes effective as of date of on this policy memorandum.

  
RUSSELL J. CZERW  
Major General, DC  
Commanding

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